

**ADMINISTRATIVE - INTERNAL USE ONLY**

DCI/IC-75-2967  
12 September 1975

MEMORANDUM FOR: PD/Plans  
ICS Staff and Division Chiefs  
SUBJECT :: ICS Priorities

25X1

STAT 1. In preparation for the planned ICS conference at the [redacted] 25 - 26 September, each addressee is requested to develop a statement of relative work and project priorities within his staff element and the related man-hour applications to these priority tasks. A format for this statement is attached.

STAT 2. This action is closely related to the data you provided in the ICS management data sheets prepared early this year, and much of the man-hour data developed as part of that exercise should be useful in the present project.

3. We will use your statements as the basis for discussions at [redacted]. Give us your statements now on the basis of how you see your component. We will circulate all of them before the conference. When we meet, we will want to encourage discussions which size our tasks and priorities as an integrated staff rather than as a series of individual components.

4. Instructions for the development of the statement each of you is to prepare are as follows:

a. Tasks and action responsibilities are to be divided into four groupings:

(1) Group 1: Continuing tasks which must be accomplished on a periodic preplanned basis.

**ADMINISTRATIVE - INTERNAL USE ONLY**

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

(a) Some of these are steady-state functions in which something is under way during much of the year (as in the case of NFIPR work) and others are focused in a particular time period (as preparation of the annual DCI report to the President, preparation for EXCOM meetings, support for the DCI in PFIAB appearances, etc.).

(b) Overall these are tasks which support the DCI in his Community leadership role.

(2) Group 2: Tasks which the DCI directs ICS to accomplish on a high priority basis, and on which, therefore, ICS has no control over the priority to be accorded preparation of the response.

(a) In general, these will be tasks which support the DCI in his Community role.

(b) Examples are the ICS involvement in the [redacted] project, the handling of Community responses to the Senate and House Select Committees on Intelligence, responses to NSC requests, and participation in joint task group efforts such as the national/tactical intelligence interface project.

(3) Group 3: Tasks which the DCI assigns to the D/DCI/IC on a "See what you can do about this" or "Any action?" basis.

(4) Group 4: Initiative actions undertaken within ICS either by direction of the D/DCI/IC or the individual office chiefs.

The RONI is an example.

5. Activities reported under Group 1 and Group 2 should be listed in order of the total number of man-hours which each involves, with the project taking the most man-hours being listed first.

6. Activities reported under Groups 3 and 4 should be listed in the order of priority which the office chief accords to the effort involved.

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

## ADMINISTRATIVE - INTERNAL USE ONLY

7. It is considered that ICS activities within each of the four groups fall within several identifiable categories. It is requested, therefore, that the projects lists for each staff element be identified with one of the following categories:

- a. Direct DCI Support--which includes support required for USIB, IRAC, IR&DC, EXCOMs which are not considered properly falling within one of the other categories, e.g., much of the IRAC support more properly should be categorized as "Program/Resource Management."
- b. Planning/Futures--which includes the total planning process
- c. Program/Resource Management
- d. Performance Evaluation
- e. Community Coordination
- f. Requirements--which includes both development and review
- g. Warning/Crisis Management
- h. National/Tactical Interface
- i. HUMINT Improvement
- j. Other

8. The manpower application figures are to represent estimates applicable to the entire FY-1976, so it is recognized they will be no more than "ballpark" figures. As in the previous managerial data exercise, only professional time need be accounted for. In order to consolidate the data and to achieve commonality, we will need to know the number of professionals included in your manpower estimates as well as the total time being accounted for. This will include an estimate of the time devoted to overall staff management and administration as we defined it in our last man-hour accounting exercise.

9. We do not want to imply that the tasks in Group 3 or Group 4 are somehow unworthy ones or that they may not from time-to-time outrank in importance some activities in Groups 1 and 2. We will be particularly interested in your nominations of initiatives within Group 4 you think we should be doing, but have not thus far been able to accommodate.

STAT

10. In sum, we are gathering up some facts and providing you with this guidance not to make rigid our approach to priorities [redacted] but to permit our discussions to be full, frank, and pointed.

11. Please submit your work sheets to [redacted] by COB, Thursday, 18 September.

STAT

25X1

[redacted]  
Samuel V. Wilson  
Lieutenant General, USA  
Deputy to the DCI for the  
Intelligence Community

Attachment:  
as stated

DISTRIBUTION:

- 1 - D/DCI/IC
- 1 - AD/DCI/IC
- 1 - EO/ICS
- 1 - SA/D/DCI/IC
- 1 - Ch/CS
- 1 - PD/Plans
- 1 - ACh/CPAD
- 1 - Ach/MPRRD
- 1 - Ch/PRD
- 1 - Ch/HB
- 1 - Registry

TASK ACTIVITIES OF THE ICS FOR FY-1976 BY PRIORITY  
AND ESTIMATED MANPOWER APPLICATION

STAFF ELEMENT

	<u>CATEGORY*</u>	<u>PROJECT DESCRIPTION</u>	<u>EST. MANHOURS*</u>
Group 1	7	S, C	Sub-total
		S, C	
Group 2			Staff Mgmt. & Admin
Group 3			Sub-total
Group 4			TOTAL

\*Insert appropriate numeral:

1. Direct DCI Support
2. Planning/Futures
3. Program/Resource Management
4. Performance Evaluation
5. Community Coordination
6. Requirements
7. Warning/Crisis Management
8. National/Tactical Interface
9. HUMINT Improvement
10. Other

\*Behind each man-hour figure put in parenthesis the number of professionals included in the total. List separately the names of the professionals included.

STAT

Approved For Release 2004/03/16 : CIA-RDP80M01133A000600190007-6

Next 7 Page(s) In Document Exempt

Approved For Release 2004/03/16 : CIA-RDP80M01133A000600190007-6

TASK ACTIVITIES OF THE ICS FOR FY-1976  
BY PRIORITY AND ESTIMATED MAN-HOUR APPLICATION

Staff Element: COORDINATION STAFF

	<u>Category</u>	<u>Project Description</u>	<u>Est. Man-hours</u>
GROUP I	1	DCI Annual Report to the President/PFIAB	300
	1	Support DCI in PFIAB appearances (at least 6 yearly)	500
	1	Support DCI in NSCIC Matters (Includes support of D/DCI/IC in NSCIC Working Group activities)	500
		Subtotal:	<u>1,300</u>
GROUP II	1	Support DCI in responses to the Senate and House Select Committees on Intelligence	9,000*
	1	Freedom of Information Act Matters (FOIA)	200
	1	Redraft of NSCIDs and DCIDs	900
	5	Assist in oversight of USIB Committees	300
		Subtotal:	<u>10,400</u>

\*Based on an assumption the investigative activity will have concluded no later than 1 April 1976 (except for activities of Linda Young, which would continue until 1 July STAT to complete registry matters). Hours include personnel detailed to CS for Congressional Review and CS staff members as follows:

1,500 hours  
1,500 hours  
1,000 hours  
2,000 hours  
1,000 hours  
1,000 hours

Legal  
Researchers 1,000 hours (3 & 2 months each)

<u>Category</u>	<u>Project Description</u>	<u>Est. Man-hours</u>																					
GROUP III	NONE																						
GROUP IV	<table> <tr> <td>8</td> <td>Participation in national/tactical intelligence interface program</td> <td>400</td> </tr> <tr> <td>10</td> <td>Drafting of briefings to be presented by D/DCI/IC and AD/DCI/IC</td> <td>200</td> </tr> <tr> <td>10</td> <td>Drafting and presentation of briefings on IC matters</td> <td>300</td> </tr> <tr> <td>1-2-3-4-5 6-7-9-10</td> <td>Review/comment on/revise materials drafted in ICS offices (Objectives, Perspectives, briefings to be presented by DCI, etc.) or materials submitted from elsewhere in the Intelligence Community for DCI or IC comments</td> <td>2,500</td> </tr> </table>	8	Participation in national/tactical intelligence interface program	400	10	Drafting of briefings to be presented by D/DCI/IC and AD/DCI/IC	200	10	Drafting and presentation of briefings on IC matters	300	1-2-3-4-5 6-7-9-10	Review/comment on/revise materials drafted in ICS offices (Objectives, Perspectives, briefings to be presented by DCI, etc.) or materials submitted from elsewhere in the Intelligence Community for DCI or IC comments	2,500										
8	Participation in national/tactical intelligence interface program	400																					
10	Drafting of briefings to be presented by D/DCI/IC and AD/DCI/IC	200																					
10	Drafting and presentation of briefings on IC matters	300																					
1-2-3-4-5 6-7-9-10	Review/comment on/revise materials drafted in ICS offices (Objectives, Perspectives, briefings to be presented by DCI, etc.) or materials submitted from elsewhere in the Intelligence Community for DCI or IC comments	2,500																					
	Subtotal:	<u>3,400</u>																					
OTHER	<table> <tr> <td>10</td> <td>Staff meetings and internal administration</td> <td>500</td> </tr> <tr> <td></td> <td>    Daily D/DCI/IC staff meetings</td> <td>150</td> </tr> <tr> <td></td> <td>    Ad hoc D/DCI/IC staff meetings</td> <td>150</td> </tr> <tr> <td></td> <td>    Internal CS staff conferences</td> <td>300</td> </tr> <tr> <td>10</td> <td>Maintaining professional proficiency (Allows 45 minutes per day per assigned action officer)</td> <td>1,100</td> </tr> <tr> <td>10</td> <td>Prepare ICS Weekly Report</td> <td>200</td> </tr> <tr> <td>10</td> <td>Prepare inputs to notebooks covering DCI and DDCI absences from Headquarters</td> <td>50</td> </tr> </table>	10	Staff meetings and internal administration	500		Daily D/DCI/IC staff meetings	150		Ad hoc D/DCI/IC staff meetings	150		Internal CS staff conferences	300	10	Maintaining professional proficiency (Allows 45 minutes per day per assigned action officer)	1,100	10	Prepare ICS Weekly Report	200	10	Prepare inputs to notebooks covering DCI and DDCI absences from Headquarters	50	
10	Staff meetings and internal administration	500																					
	Daily D/DCI/IC staff meetings	150																					
	Ad hoc D/DCI/IC staff meetings	150																					
	Internal CS staff conferences	300																					
10	Maintaining professional proficiency (Allows 45 minutes per day per assigned action officer)	1,100																					
10	Prepare ICS Weekly Report	200																					
10	Prepare inputs to notebooks covering DCI and DDCI absences from Headquarters	50																					
	Subtotal:	<u>1,850</u>																					
	GRAND TOTAL:	16,950																					

23 Sept 1975

TASK ACTIVITIES OF THE ICS FOR FY 1976 BY  
PRIORITY AND ESTIMATES MAN-HOUR APPLICATION

PD/Plans\*

<u>GROUP I</u>	<u>Category</u>	<u>Project Description</u>	<u>Estimated Man-Hours</u>
	2	National Foreign Intelligence Plans	1400 (2)
	8	National Tactical Interface	<u>1400</u> <u>2800</u> (2)
<u>GROUP II</u>	1	IR&D Council	3000 (2)
	6	Requirements (DCID 1/2)	70 (1)
	6	Requirements (Future Perspectives)	<u>50</u> <u>3120</u> (1)
<u>GROUP III</u>	1, 2, 5, 6, 8	Ad Hoc Assignments	1600 (4)
<u>GROUP IV</u>	2, 5, 8	Ad Hoc Assignments	800 (4)
		SUBTOTAL	8320
		Staff Management and Administration	<u>832</u>
		TOTAL	9152

STAT

STAT \*Number of professionals involved = 4   
 will be included in CPAD submission.